



Retention Policy Manager.

RCM's Retention Policy Manager (RPM) provides for an automated and systematic review, hold and destruction of records stored in RCM. Through the use of uniform policies for access and disposition, RPM helps customers comply with regulations and legal requirements while reducing risk and document storage costs. Since different organizations have different retention management needs, RPM is designed to be flexible enough to accommodate an organization's retention requirements.

Retention Policy Manager creates and manages the retention policies which define the length of time documents are retained in RCM as well as which users act as Retention Managers. When the retention end date period nears, the Retention Manager receives email notifications and a manifest of the documents coming up for disposition based on the Final Phase period set by the retention policy. Placing a document or folder on a Legal Hold prevents the object from being deleted. Retention policies can be assigned to individual documents or cabinets/folders. If a retention policy is assigned to a folder, all documents stored in that folder are put under the same retention rules.

Easily reduce your storage needs by utilizing Ricoh Content Manager's Retention Policy Manager. For details on how to setup and manager RPM, you can follow this link: [Retention Policy Manager](#)

If you have any questions, please send an email that includes your phone number to: customerservice@documentmall.com.

Access resources that will help you learn how to use the RICOH Content Manager's Retention Policy Manager.

[Retention Policy Manager](#)



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Ricoh USA, Inc., 70 Valley Stream Parkway, Malvern, PA 19355

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